

# **DORCHESTER TOWN COUNCIL**

## **MANAGEMENT COMMITTEE**

**8th MAY, 2012**

At a Meeting of the Management Committee held on 8th May, 2012:

**PRESENT** The Mayor (Councillor T. James) and Councillors K.E. Armitage, D.J. Barrett, A.J. Canning (Chairman), S.C. Hosford, E.S. Jones, A.J. Lyall, R.B. Potter and M.E. Rennie

**APOLOGIES** for absence were received from Councillors C.S. Biggs and F.E. Kent-Ledger.

### 70. **MINUTES**

The Minutes of the Meeting of the Committee held on 13th March, 2012, adopted by Council on 27th March, 2012, were taken as read and were confirmed and signed by the Chairman as a correct record.

### 71. **MINUTES OF MANAGEMENT PANELS**

#### (a) **Grants Panel – 24th April, 2012**

The Committee considered the Minutes of the Grants Panel held on 24th April, 2012 (for Minutes see Appendix I). It was noted that the application from Dorchester Youth Theatre had not been agreed as the application was for general funding rather than for a specific aspect of the project. It was noted that the Dorchester Youth Theatre would be informed of this when told of the outcome of the grant application.

It was

#### **RESOLVED**

That the Minutes be approved so far as this Committee is concerned.

#### (b) **Arts Panel – 2nd May, 2012**

The Committee considered the Minutes of the Arts Panel held on 2nd May, 2012 (for Minutes see Appendix II). The Chairman of the Panel informed Members of the Panel's discussions in respect of the various matters. In respect of the proposal to reduce funding to the annual Youth Festival from 2013-14 it was felt that this was acceptable subject to the reduction in funding not jeopardising the event as a whole. It was also noted that Maumbury Rings Music Day would continue as at present with the booking of the infrastructure, bands, etc. being undertaken through the office of the Town Clerk. It was also noted that the stage lighting was sponsored by a local company and that this would continue for the foreseeable future.

It was

## **RESOLVED**

- (1) That the proposed reduction in funding for the Youth Festival in 2013-14 be agreed subject to reassurance that the event will still be able to go ahead in future.
- (2) That, subject to (1) above, the Minutes be approved so far as this Committee is concerned.

## 72. **MANAGEMENT ARRANGEMENTS**

The Committee had before it the schedule of work for the Outdoor Services Team. The Compliance Manager confirmed that there would be some repair work undertaken to the pitches at the Great Field and Sandringham Sports Centre once football had stopped being played at those locations. It was also noted that the adult pitch at Sandringham Sports Centre appeared to dip in the area of the half way line and that this would also be investigated.

In respect of the cutting of the highway grass verges in the area of The Junction it was noted that the Town Council was only responsible for grass cutting under contract from the County Council.

It was

## **RESOLVED**

That the schedule of work for the Outdoor Services Team be noted.

## 73. **BOROUGH GARDENS SIGNS**

The Committee was reminded that when the Borough Gardens were refurbished it was agreed that the original signage be replaced with new signs that were more welcoming rather than signs that gave a list of those things that were not allowed in the Gardens.

It was reported that the Borough Gardens staff had experienced some problems with people skateboarding, cycling, playing football etc and when asked to stop the first response was that there were no signs saying that these activities were not allowed. The Police had indicated that young people were more likely not to do something if they were aware from the outset that they should not be doing it and intimated that the existing signage could be clearer in this respect.

Members noted that certain activities were only not allowed if those activities were causing a nuisance or danger to other users and felt that it was very important that the signs to the Gardens should be welcoming. Members considered the possibility of a further polite sign indicating what activities were unacceptable and whilst doing so also considered whether it might be helpful to have some additional signs showing the location of the Borough Gardens House.

It was felt that this matter should be discussed in more detail by the Borough Gardens Panel.

It was

**RESOLVED**

That this matter be referred to the Borough Gardens Panel for further consideration.

74. **HEART TOWN**

Members were reminded that the Council had signed up to be a 'Heart Town' in February, 2011, for a period of five years (with a yearly review). The idea behind the initiative was to partner the British Heart Foundation (BHF) to achieve shared goals which would enhance the Heart Town and stimulate wider community engagement in the fight against heart disease.

At the time of signing up the then Mayor (ex-Councillor Leslie Phillips) and ex-Councillor Anita Harries worked with the BHF to implement the pledge; neither of these remained on the Council.

Following a meeting with the BHF it had been initially suggested that a Steering Group be established which would include a local BHF volunteer, representatives from Dorset County Hospital, Dorchester BID, etc. plus a Member or Members from the Council. The Steering Group would be tasked with stimulating the pledge and raising further interest in heart matters within Dorchester.

Members agreed this as a way forward and Councillor R.B. Potter volunteered to attend the meetings. It was noted that any other interested Members could attend and it was agreed to ask, at the next full Council meeting, whether any other Members were interested in attending the meetings.

It was

**RESOLVED**

- (1) That Councillor R.B. Potter represent the Council at meetings of the proposed Steering Group.
- (2) That Members be asked at the next full Council meeting whether there were any additional volunteers interested in attending meetings of the Group.

75. **RIVER FROME REHABILITATION PROJECT PHASE 1 – GREY'S BRIDGE TO MILLSTREAM CONFLUENCE**

The Committee was informed that at the last meeting of the Dorchester Heritage Joint Committee Members had received a presentation from the Environment Agency regarding a proposal to restore and enhance the stretch of the River Frome between Grey's Bridge and the Millstream confluence.

As well as undertaking in-river enhancements the Environment Agency proposed to site two dog bins at either end of the permissive pathway. The representative asked the Committee whether it would support this proposal and whether it would take responsibility for emptying the bins. The Heritage Committee felt that dog bins would be a benefit and agreed to pass the request for emptying them to the Town Council for consideration.

Members had before them a plan which showed the locations of the proposed dog bins; it was noted that the proposed bin at Grey's Bridge was outside the Town's boundary.

The Committee felt that it would be preferable for litter bins to be provided that both litter and dogs mess could be put in and felt that West Dorset District Council should be asked whether it would empty these bins. If they did not agree then Members felt that the Town Council should empty them subject to Stinsford Parish Council being in agreement in respect of the bin at Grey's Bridge end of the project.

It was

**RESOLVED**

- (1) That the Environment Agency be requested to provide bins that would accept both general litter and dog mess.
- (2) That West Dorset District Council be asked whether it would empty the new bins.
- (3) That the Town Council empty the bins if West Dorset District Council does not agree to empty them.
- (4) That, if the Town Council becomes responsible for emptying the bins then Stinsford Parish Council be asked to agree to this Council emptying the bin near to Grey's Bridge.

76. **SANDRINGHAM SPORTS CENTRE - KICKWALL**

The Committee had before it a report by the Deputy Town Clerk on a proposal which had been discussed with young people to add some play value to the existing kickwall located at Sandringham Sports Centre whilst at the same time offering young people an opportunity to develop their graffiti art skills. The proposal involved replacing the existing worn football targets on the kickwall with a form of street snooker with a suitable graffiti style background. The re-painting would be led by a local artist working with interested young people from the Dorchester Youth and Community Centre. It was reported that the project would cost in the region of £600 and it was hoped that a grant for 20% of that cost would be obtained from West Dorset District Council's Small Arts Fund.

Some Members expressed concern regarding the spread of graffiti but it was felt that this would not happen.

It was

**RESOLVED**

- (1) That the project to add value to the kickwall at Sandringham Sports Centre be agreed.
- (2) That an application be made to West Dorset District Council's Small Arts Fund for 20% of the cost.

(Councillor D.J. Barrett declared a personal interest in the above matter as he was the Chairman of the Dorchester Youth and Community Centre Management Committee.)

77. **ANNUAL REPORT 2011-12**

The Committee considered the draft 2011-12 Annual Report which was required to be published by the end of June 2012 and it was

**RESOLVED**

That the draft 2011-12 Annual Report as now submitted be approved so far as this Committee is concerned.

78. **THOMAS HARDY CONFERENCE AND FESTIVAL 2012**

Members considered a request from the Thomas Hardy Society for the Council to consider sponsoring part of the Twentieth International Thomas Hardy Conference and Festival to be held from 18th to 26th August, 2012.

The Committee felt that the Festival should be supported but that further information should be sought from the Society regarding what exactly it wished the Council to consider sponsoring together with a copy of the Society's accounts with a final decision on the level of grant then being taken by the Chairman and Vice-Chairman of the Committee up to a maximum amount of £1,000.

It was

**RECOMMENDED**

That the Chairman and Vice-Chairman be authorised to determine the level of grant to be made, up to a maximum amount of £1,000, following the receipt of further information from the Thomas Hardy Society.

79. **CEMETERY MATTERS**

(a) **Exclusive Right of Burial**

The Committee had before it a report which detailed the Grants of Exclusive Right of Burial for grave spaces in Dorchester, Poundbury and Fordington Cemeteries since the last meeting of the Committee and it was

**RESOLVED**

That the report on the Grants of Exclusive Right of Burial for grave spaces in Dorchester, Poundbury and Fordington Cemeteries since the last meeting of the Committee be noted.

(b) Interments and Burial of Ashes

Members considered a report which listed the dates and times of interments and burials of ashes together with South Chapel usage at Dorchester Cemetery since the last meeting of the Committee. Members requested that the wording of 'Poundbury pit/children' be amended so as to avoid pit and children being under the one heading.

It was

**RESOLVED**

That the report listing the dates and times of interments and burials of ashes together with South Chapel usage since the last meeting of the Committee be noted.

(c) Headstones and Inscriptions

The Committee noted that there had been no applications received since the last meeting of the Committee in respect of the design of headstones and inscriptions.

80. **MONITORING REPORTS**

The Committee received the monitoring reports for the Weymouth Avenue Pavilion, Borough Gardens Community Room and the Municipal Buildings which included additional detail regarding forthcoming projects, scheduled maintenance and urgent repairs. Members noted that income was below the original budget estimate for 2011-12.

It was

**RESOLVED**

That the Weymouth Avenue Pavilion, Borough Gardens Community Room and Municipal Buildings Monitoring Report be received.

81. **INFORMATION REPORTS**

The Committee considered the various reports which had been submitted for information and it was

**RESOLVED**

That the various information reports be noted.

82. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st March, 2012 and 30th April, 2012 totalling £131,095.46 (net) together with direct debits for the same period totalling £104,915.10 (net).

It was

**RESOLVED**

That the cheque transactions and direct debit payments lists be approved and signed accordingly.

83. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was

**RESOLVED**

That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matter the public and representatives of the press be excluded from this meeting during its discussion.

84. **MUNICIPAL BUILDINGS**

As a matter of urgency the Committee considered correspondence in respect of a hiring of the Corn Exchange.

It was

**RESOLVED**

That the request to reduce hire rates be refused but that the Deputy Town Clerk be requested to discuss the matter with the hirer concerned to explore any other possible means of offering assistance.

Chairman

**DORCHESTER TOWN COUNCIL**

**GRANTS PANEL**

**24th APRIL, 2012**

At a Meeting of the Grants Panel held on 24th April, 2012:

**PRESENT** The Mayor (Councillor T. James) and Councillors V.J. Allan, K.E. Armitage and C.S. Biggs (Chairman).

**APOLOGIES** for absence were received from Councillors F.E. Kent-Ledger and M.E. Rennie.

3. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Panel considered applications for financial assistance received since its last meeting and it was

**RECOMMENDED**

- (1) That the application from the Dorchester Youth Theatre be not approved.
- (2) That the application from the Dorchester Skatepark Committee be approved in the sum of £500.
- (3) That the application from Womens Action Network Dorset be not approved.
- (4) That the application from the Dorchester Armed Forces Day Committee be approved in the sum of £430.
- (5) That the application from The Keep Military Museum be approved in the sum of £400.
- (6) That the application from the Dorchester and District Gardening Club be approved in the sum of £75.

4. **DATE OF NEXT MEETING**

Members agreed that the next meeting of the Panel should be held on Tuesday 10th July, 2012 commencing at 6.15pm.



**DORCHESTER TOWN COUNCIL**

**ARTS PANEL**

**2nd MAY, 2012**

At a Meeting of the Arts Panel held on 2nd May, 2012:

**PRESENT** The Mayor (Councillor T. James) and Councillors V.J. Allan, C.S. Biggs and A.J. Lyall (Chairman).

In attendance:

Councillor S.C. Hosford

L. Sheaves and M. Tattersall – Dorchester Arts Centre

**APOLOGY** for absence was received from Councillor E.S. Jones.

9. **DORCHESTER ARTS CENTRE JOINT PROMOTIONS**

The Panel welcomed Louise Sheaves (Chairman) and Mark Tattersall (Artistic Director) of Dorchester Arts Centre to the meeting. The Arts Centre representatives informed Members that they would very much like to continue to collaborate with the Council in respect of joint promotions and proposed a further family show at Christmas working with Shanty Theatre from Lyme Regis, a classical ballet production working with either Ballet Central or Ballet Theatre UK, both of who would work with local children and Dorchester Ballet Club, to be held towards the end of the 2012-13 financial year and finally some form of procession or child-based event yet to be decided but which would not happen at Christmas time but more likely over the summer period.

Members felt that the joint promotions proposed were very good and wished to support them subject to finalising the proposal for the processional child-based event.

The representatives informed the Panel that the Arts Centre was keen to ensure that events were programmed for all of the town's population and if Members had any feelings about sections of the population that were presently missing out to let the representatives know. Members felt that some more events for the 16-25 age group would be good and also some more visual arts. The representatives also informed the Panel that they could be interested in forming arts links with the Council's twin towns.

In respect of a query regarding the Dorchester Arts Forum it was suggested that the representatives make contact direct with the Chairman of the Forum.

It was

**RECOMMENDED**

That the joint events set out above be agreed subject to further information being received in respect of the proposed child-based processional event.

10. **ARTS AND EVENTS**

(a) **Funding Arrangements**

The Panel considered a report by the Deputy Town Clerk in respect of the future arrangements and funding for arts and events in the light of the Town Clerk's intended retirement in June 2013 and the Policy Committee looking to identify savings at its next meeting.

Members noted the events that were funded by the Council, the events for which the Council provided PA equipment and the Council, community and other events that were self-sufficient. Those events that used the high level PA were also noted. The Panel recognised that the Council providing and driving PA for community events helped facilitate that type of event and that it also meant a financial saving to the community organisations themselves as they did not have to hire in PA equipment and that this saving was significant if high level PA was required.

The Panel felt that for the future the setting up of PA equipment at the Borough Gardens should be made as simple as possible so that performers could just 'plug and play'. It was also felt that when the Town Clerk retired high level PA should not be provided but that those organisations who would then need to hire high level PA could apply to the Council for a grant to cover that cost.

In respect of future standard PA arrangements at the Borough Gardens it was suggested that a permanent all weather, vandal proof system be fitted to the bandstand which could be used by the majority of performers. Members also felt that the high level PA equipment which would no longer be used could be sold with the money received from the sale going towards the cost of installing this equipment.

Members examined the events that were being funded by the Council this summer and felt that for future years, 2013 onwards, the Council should not fund the evening performance held on the Saturday after carnival to the extent that it does at present. In respect of regular grants given to other organisations it was felt that the grant of £3,000 for Summer Saturday Live was too much. It was reported that for this year Summer Saturday Live was not going to have the stage at the end of South Street but instead was considering having different types of performances through the whole street. Members felt that from this year onwards a maximum grant of £1,000 should be awarded to Summer Saturday Live. Members felt that, having reduced the amount of funding on joint promotions with the Arts Centre last year, the level of funding should remain the same as at present. Members also wished to continue funding the Dorchester Arts Festival at the existing level. In respect of the Maumbury Rings Youth Festival it was noted that the funding provided by the Council enabled Dorchester Youth Extra to obtain significant grants from elsewhere to put on a good event for the young people of the town. Members felt that the £2,000 funding should continue for this year but that in future years it should be reduced to £1,000.

It was

**RECOMMENDED**

- (1) That on the retirement of the Town Clerk the provision of high level PA be discontinued.

- (2) That the cost and feasibility of installing a permanent, all-weather, vandal-proof PA system at the bandstand be investigated.
- (3) That from 2013 onwards the Council does not fund the evening performance held in the Borough Gardens on the Saturday after the carnival to the extent that it does at present.
- (4) That a maximum grant of £1,000 be paid to Summer Saturday Live from this year onwards.
- (5) That the funding to the Arts Centre in respect of joint promotions and the Dorchester Festival remain at existing levels.
- (6) That funding for the Maumbury Rings Youth Festival remain at £2,000 this year but that from 2013 onwards it be reduced to £1,000.

(Councillor V.J. Allan declared a personal interest in respect of funding for the Dorchester Arts Centre as her neighbour was the financial controller for the Arts Centre.)

(b) Summer Entertainment Programme – Staffing Arrangements Post June 2013

Further to Policy Minute 51(2) the Panel considered a report by the Deputy Town Clerk on staffing arrangements for the summer events programme following the retirement of the Town Clerk. Members felt that if the Council was to discontinue provision of high level PA and simplify the arrangements for performers in the Borough Gardens then it would not be necessary to establish a new permanent part-time post to deliver the summer programme. Members felt that instead of this new post arrangements for the programme could continue to be made by the Town Clerk or his representative and that a pool of individuals either from within the Council or from outside could be established with those individuals being the responsible person and point of contact for the performers at events. Those individuals would be paid a fee, similar to the fee paid to the responsible person attending at civil weddings in the Municipal Buildings, as and when they were on duty.

It was

**RECOMMENDED**

That the Policy Committee be informed of the views of this Panel as set out above.

11. **RISK MANAGEMENT**

Further to Policy Minute 46(b)(2) the Panel gave consideration to the risk management arrangements associated with the Council's summer events programme and had before it a draft generic risk assessment that could be used to risk assess the Council's summer events.

Members felt that, subject to approval by the Risk Management Panel, the draft risk assessment should be used to risk assess those summer events organised by the Council.

It was

**RECOMMENDED**

That, subject to approval by the Risk Management Panel, the draft risk assessment should be used to risk assess those summer events organised by the Council.